



Grafton Emergency
Management Agency

TOWN OF GRAFTON
Grafton Memorial Municipal Center
30 PROVIDENCE ROAD
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www.grafton-ma.gov

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Called to Order: 7:05 pm on 19 Dec 2019 at Grafton Emergency Operations Center, 28 Providence Road, Grafton MA.

Attendance: Nick Child (Dir.), Clare Garabedian (CERT), MaryAnne Devries (MRC), Norm Crepeau (Police), Alissa Errede (Health), Sara Zalieckas (citizen)

Guests: Pam Reordan (CERT); Angie Spencer (CERT); Scott Savanti (CERT).

Budget -

- 1) Discussion of annual budget for GEMA. Level funded for FY20 at \$8,150. Available balance \$6,417.68. Expended to date \$1,732.32 (Verizon monthly, shelves for EOC, insurance for UAV). Committed \$500 to BVREPC annual dues. Available balance of \$6,417.68.

Grants -

- 1) **EMPG** (Emergency Management Planning Grant) – Nick C. submitted contract to Massachusetts Emergency Management Agency for an Emergency Management Planning Grant (EMPG) for \$4,600. Intended for supplies and support materials/equipment unless other ideas come along. Possibility that we could combine funds with surrounding towns to get some consulting support (discussed under Project 1 below). Discussion.
- 2) **MVP** (Municipal Vulnerability Planning) – Nick C. report Town of Grafton offered opportunity for Municipal Vulnerability Preparedness (MVP) grant. Grafton applied for crossing of Miscoe Brook on Stowe Road.
- 3) **HMPG** (Hazard Mitigation Planning Grant) - Meeting with Town Admin, Town Planner, Wetlands, and DPW/Engineering last month. Agreement for town to request funds to update our Grafton Hazard Mitigation Plan (HMP). This support further planning and a foundation for future grants. Nick C. recused.
- 4) **HMEP** (Hazardous Material Emergency Planning) - Grafton is the fiduciary for the Blackstone Valley Regional Emergency Planning Committee of 7 towns. They are pursuing a small grant around \$1,200 under the Hazard Mitigation Program

(HMPG). Intent is to purchase supplies and equipment to support training efforts.

Projects –

- 1) **Disaster Debris site planning** - Proposal by Nick C. for Grafton to hire a consultant to prepare a disaster debris management plan. Discussion. Clare offered names of local expertise in managing brush dump. Both Team Rubicon and Ashbritt Inc. may have helpful information. Sara Z. offered to see if there is guidance in state disaster debris plan. Agreement to pursue idea by getting a quote from Central Mass Regional Planning Council (CMRPC).
- 2) **Regional EOC** - CMRPC has approached Grafton to discuss interest in a regional emergency operation center (EOC). They seeking separate meeting with each town. January 6, 2020 looks like best time when Norm C. and I can meet with them.
- 3) **Observation trailer** - Purchased several years ago by the Central Mass Homeland Security Council to serve the area. Discussion of the mobile observation trailer and its lack of use except for the Boston Marathon by Hopkinton PD. It has become a significant mechanical and software maintenance issue. Discussion on moving trailer to Hopkinton. Motion and seconded. All in favor.
- 4) **Highschool shelter** - Discussion of using the high school instead of municipal center gym for sheltering. Sara Z. offered information on several MEMA and Red Cross tools to evaluate adequacy. Issue is getting school administration to participate in discussions. MEMA has a template MOU with other high schools around state for regional shelters. Sara will share with us. Agreement to forward communication issue to Tim M.

Training & Exercises –

- 1) **EDS Exercise** - Emergency Dispensing Site (EDS) exercise set for 11 January 2020 in Grafton. Elise provided details. Primarily a Board of Health, MRC, CERT exercise. Other town agencies encouraged to attend and learn. GEMA plans on sending representatives.
- 2) **EOC Exercise** - Proposal for an Emergency Operations Center activation exercise by Nick C. Will be limited to a 1-hour event to refresh on activation of EOC and to talk through some scenarios. Agreement of need and discussion of date. All in favor. Set for after our next GEMA scheduled meeting on Feb 13, 2020.
- 3) **“Stop the bleed” class**. Nick C. request we schedule class in Grafton. Maryanne D. is a certified instructor and may be able to get one or two more instructors.

GEMA purchased several STB kits on last budget cycle that can be distributed to trained attendees. Each kit roughly \$60. Elise E. offered help with training props and will look for any funding for additional kits. Clare G. wants to prioritize CERT members and any MRC members that don't have yet. Norm stated all Grafton Police have been trained. Nick C. reported none at Grafton fire have been trained. Class size limited to 8 per instructor. Targeting 16 students but hoping for 24. Maryann will look for additional instructors and date to offer course to us.

- 4) **MEMA training discussion.** Norm C. has offered the EOC to MEMA for training. Will connect with David Bryant at MEMA training. Nick C. recommend taking the 8-hr EOC Operations course offered by MEMA. Norm C. also asked for upcoming training schedule, particularly ICS 300/400. Discussion of MEMAs LMS system.

Report back -

- 1) **CERT** – Glare G. reported no calls since last meeting. 18 current members. Clare will be stepping down to team member and Pam R. will be taking over lead. CERT will be focusing on some reorganization and inventory. No support needed from GEMA at this time.
- 2) **MRC** – Maryanne D reports MRC participation in a flu and shingles clinic, attending an Emergency Dispensing Site (EDS) exercise in Uxbridge, and taking the Stop The Bleed trainer course. Other
- 3) **BVREPC** – GEMA to recommend to BVREPC that facility site maps with specific labeled items be required for the CY19 chemical facility submittals. Key items to be listed are storage locations of hazmat, initial meeting point, facility evacuation rally point, fire department connections, etc.
- 4) **MEMA quarterly** – Nick C. attended and will share Power Point presentations.

Other Items

- 1) Mail received includes many catalogs and a notice from DCR about updated plan for Fisherville Dam. No action needed.
- 2) Next meeting scheduled from 13 Feb 2020, 16 April 2020, 18 June 2020.
Approved.
- 3) Viewing of GEMA equipment and record storage area.

Adjournment: Motion and accepted 8:20 pm